

Exhibit 104



CITY OF BUFFALO
TRAFFIC VIOLATIONS AGENCY



BYRON W. BROWN
Mayor

KEVIN J. HELFER
Executive Director

Division# 03-1033
2018-2019 Work Program Report

Goals

1. To assist the Buffalo City Court in the disposition of violations of the New York State Vehicle & Traffic Law that occur in the City of Buffalo.
2. To administer punitive punishment that is reasonable, but not more than necessary, to:
 - a. Generate revenue; and,
 - b. Achieve rehabilitation of offender-motorists.

Activities

- Receive, review, and research, uniform traffic tickets issued in violation of the Vehicle & Traffic Law within the City of Buffalo.
- Maintain a status quo of prosecutorial actions that effectively and equitably set fines and penalties in compliance with the New York State Vehicle & Traffic Law, New York State Criminal Procedure Law, and regulations of the New York State Department of Motor Vehicles.
- Regular prosecutorial review, research, and monitor of relevant case law and legislation.
- Prosecutorial review of cases, offer, and acceptance of plea bargain to resolve matters in lieu of court.
- Process guilty, not-guilty, and no-response pleas entered.
- Transfer appropriate cases to Buffalo City Court upon request and/or pursuant to legislation.
- Maintain methods for public contact during regular office hours for inquiry by person, telephone, or mail.
- Schedule, notify, and arrange defendants and law enforcement officers for appearance at court hearings.
- Maintain complete and accurate records relating to all charges, dispositions and associated activities.
- Monitor cases that have failed to respond and/or failed to pay and take appropriate action.
- Reconcile receivables by tracking payment amounts, forms of payment, dishonored payments, and outstanding receivables.
- Prepare payments received by mail for treasury deposit.
- Monitor and respond to the Mayor's complaint line.
- Transmit daily disposition reports to the Department of Motor Vehicles.
- File monthly Justice Court Fund audit reports to the New York State Comptroller's Office.
- Perform daily download of electronic uniform traffic tickets from the Department of Motor Vehicles.
- Communicate with other city departments to enhance cross-procedures and resolve common matters.

<u>WORK PROGRAM STATISTICS</u>	Actual 2016-2017	Projection 2017-2018	Estimate 2018-2019
Total Uniform Traffic Tickets	35,832	30,200	32,000
Total Cases	20,017	16,860	19,500
Transferred to Buffalo City Court	682	1,224	1,000
License Suspensions			
Released Suspensions	11,952	8,500	10,000
Public Contact			
In Person (approx.)	25,568	24,000	25,000
By Telephone (approx.)	19,610	16,000	20,000
By Mail (approx.)	4,600	50,000	50,000
Number of Mayor's 311 matters	34	18	15
Default Judgments	114	500	500
Civil Judgments Filed	n/r	3,941	4,000
<u>FINANCIAL STATISTICS</u>	Actual 2016-2017	Projection 2017-2018	Estimate 2018-2019
Total Dollars Collected	\$3,918,636	\$3,500,000	\$4,200,000
Cash	\$2,256,048	\$2,250,000	\$2,700,000
Check/Money Order	\$826,186	\$700,000	\$850,000
Checks Returned	(\$1,300)	(\$2,500)	(\$2,000)
Credit Card	\$836,402	\$550,000	\$650,000
Total Dollars Outstanding (unpaid cases)	\$258,613	\$600,000	\$300,000
Total Manpower Dollars Spent			
Regular	\$372,321	\$376,000	\$530,000
Overtime	\$85,978	\$57,000	\$30,000

n/r = Not Reportable for the Period